

Professional Engineering Experience and Verification

Applicant: Complete sections 1 and 2 and send this form to your verifiers. Ask them to complete section 3 and return it to you in a sealed envelope, signed across the flap. When you get these back from your verifiers, mail them to: Professional Engineers and Land Surveyors, Department of Licensing, PO Box 9025, Olympia WA 98507-9025

Work experience must be gained under the direct supervision of a professional engineer (PE), except for federal government or manufacturing employees.

- **Federal government employees:** You are not required to gain experience under a PE. Your direct supervisor must verify your experience.
- **Manufacturing employees:** You are not required to gain experience under a PE, but a PE must be employed by the firm. Your direct supervisor must verify your experience.

Name and license number of PE at time of your employment _____

1 Work experience information – Applicant complete this section

Applicant name		
Former name <i>(If any – will not appear on certificate)</i>	Branch applying for	
Employed by		
Job title	Dates of employment <i>(From, To)</i>	Average hours per week
Supervisor name	Supervisor title	
Supervisor email		

2 Work experience descriptions – Applicant complete this section

2	<p>• This experience is broken down into eight categories (A-H) for each event. All categories must be completed.</p> <p>• Describe your engineering experience detailing the work you personally performed. One sentence descriptions are not acceptable.</p> <p>• This work should be progressive in difficulty and magnitude. Demonstrate sufficient breadth and scope, and be reflective of your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon. Attach separate sheets if necessary.</p> <p>• Send this form to the persons verifying your engineering experience. Additional sheets may be attached if needed but identify the categories you are describing. You may make photocopies for additional events.</p>
<p>Describe your experience</p> <p>A. Formulating conclusions and recommendations.</p>	
<p>B. Identifying design and/or project objectives.</p>	

Applicant name _____

Work experience descriptions – continued

Describe your experience

C. Identifying possible alternative methods and concepts.

D. Defining performance specifications and functional requirements.

E. Solving engineering problems.

F. Interacting with professionals from other areas of practice.

G. Effectively communicating recommendations and conclusions.

H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

Applicant mailing address _____

- Pages 1 and 2 of this form include descriptions of engineering experience covering categories A-H. Refer to these descriptions for the verification below.
- After completing your verification, **return this form to the applicant in a sealed envelope signed across the flap.**

PRINT or TYPE Verifier's name		Title	
(Area code) Telephone number		Email	
State where you are licensed	Registration/license number	Issue date	Expiration date
<p>Answer the following</p> <p>Were you registered as a professional engineer at the time you supervised the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe your level of supervision over the applicant's work:</p> 			
<p>If you are not the applicant's supervisor, please explain your working relationship to the applicant and how you are able to provide this verification:</p> 			
<p>Check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:</p> <p><input type="checkbox"/> A. Formulating conclusions and recommendations</p> <p><input type="checkbox"/> B. Identifying design and/or project objectives</p> <p><input type="checkbox"/> C. Identifying possible alternative methods and concepts</p> <p><input type="checkbox"/> D. Defining performance specifications and functional requirements</p> <p><input type="checkbox"/> E. Solving engineering problems</p> <p><input type="checkbox"/> F. Interacting with professionals from other areas of practice</p> <p><input type="checkbox"/> G. Effectively communicating recommendations and conclusions</p> <p><input type="checkbox"/> H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources</p>			
<p>How does the applicant's description of experience, including the scope and complexity of the work, match your evaluation?</p> 			

Applicant name _____

Work experience verification – continued

Answer the following

How long have you been the applicant's supervisor? _____ years/months

Give a brief description of a typical project for which the applicant made engineering judgments and decisions and of the character of the duties required by the project.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place

X

Verifier's signature

Please affix your stamp or seal in the space below. If no seal or stamp is available, attach a copy of your current license. If the stamp or license cannot be provided, provide a detailed explanation.

